



# HOW TO REQUEST A LETTER OF RELEASE AND CIRCUMSTANCE OF GRANTING - INFORMATION SHEET

## CURTIN STUDENT REQUESTING A LETTER OF RELEASE TO TRANSFER PROVIDER:

Curtin University has the responsibility for assessing Requests for Release to Transfer Provider for all students who are either enrolled at Curtin, or packaged in a pathway to a Curtin principal course where a student applies for this release prior to completing 6 months of their principal course. This includes those packaged offers/eCoE package agreements with institutions whereby students are on a packaged student visa to study a preliminary course at the articulation pathway institution followed by the principal course at Curtin University. Curtin University has the responsibility for approving and issuing a Letter of Release for students, should this be granted, in these packaged offers irrespective of whether the student has commenced study in the principal course at that time or not.

## HOW TO LODGE THE REQUEST?

Students who have commenced at Curtin – Student Services

Students in Curtin Pathways – approach your provider who will liaise with Curtin

Students at Curtin English - Curtin English student services

Prior to considering a Request for a Letter of Release all relevant supporting document must be supplied as part of the written Request. This can include:-

1. Request for Release form , duly signed by the student accompanied by all supporting documentation;
2. Letter of Offer from the new education provider;
3. For enrolled Higher Degree by Research students, a statement from the student's supervisor permitting the student to leave Curtin University;
4. If the student is under 18, written evidence from the parent or legal guardian that they support the transfer;
5. If the student is under 18, and is not being cared for in Australia by a parent or suitable nominated relative (Department of Immigration and Border Protection (DIBP) Approved Relative), evidence that the new provider will accept responsibilities for approving accommodation, support and general welfare arrangements; and
  - The student should also confirm that there are not any outstanding debts to the University.
6. Circumstances where a Letter of Release May NOT be Granted (this is not an exhaustive list):-
  - Change of course may be considered detrimental to the student;
  - A transfer may jeopardise a student's progression through a package of courses;
  - Where the student applies to transfer to another provider in a different Education sector, or another course level and Curtin determines that this transfer will not be in the student's best interests, for example if the student is downgrading or is moving to another field of study or for reasons unrelated to the student's academic ability;
  - Where Curtin forms the view that the student is deliberately trying to manipulate the Australian student visa system;
  - Where Curtin forms the view that the student is deliberately trying to avoid being reported to DIBP for failure to meet Curtin academic progress requirements;
  - Where a transfer is requested within 6 weeks of a course beginning. (Issues such as homesickness may take time to overcome and transferring to another provider is unlikely to resolve this problem. Curtin also provides support and transition services to help students adjust to studying and living in Australia);
  - Where a request is received after the census date for that semester;
  - Where a student wishes to change to a similar program with lower fees; or
  - The student has a tuition fee or other debt to Curtin University.
7. If the student is sponsored, written confirmation from the sponsor must be received. The sponsor body must acknowledge awareness that the sponsored student is ceasing studies at Curtin University.

NOTE: A student must maintain their enrolment at Curtin and maintain any conditions of that enrolment including participating in classes whilst the Request for a Letter of Release is being considered.

Curtin may require a student to attend an interview or meet with their academic advisor or appropriate Curtin counselling service to assist with determination of the student circumstances given as a reason for requesting the Letter of Release prior to granting or not granting a Release.

The start date for the calculation of the six month period is when the student starts, or was scheduled to start their Principal Course. Breaks for the purposes of deferment or suspension are not counted for the purpose of determining whether the student has completed six months of the Principal Course.

Where Curtin considers that the student has provided fraudulent information in regards to their application and genuine intent to study, Curtin reserves the right to cancel the student's enrolment and CoE.

Where the Request for Letter of Release is not granted, the student will be advised in writing of this using the Student Request for Release – Not Granted letter.

Students who are dissatisfied with the outcome of the Request for Release have the right to appeal the decision. This appeal should be directed to the Manager, Student Services Centre, Student Services or the line manager of the initial decision maker as per the process below.

- [All appeals must be in writing and be accompanied by relevant supporting evidence.](#)
- Students must appeal within 20 working days of the date of the letter advising of the Request for Release – Not Granted.
- Curtin must respond within 10 working days in writing to the student appeal
- This guideline does not remove the right of students to appeal through external avenues as set out in the Curtin Appeals policy as per <http://students.curtin.edu.au/rights/appeals/index.cfm>

## WHERE A LETTER OF RELEASE IS GRANTED:

Curtin will only provide the Letter of Release where this has been approved by the appropriate delegated decision maker and all required documentation has been received.

At the time of receipt of the Letter of Release a student will be informed of their responsibility to withdraw from their current course where necessary and if possible will be given an enrolment/change of enrolment form. <http://students.curtin.edu.au/administration/documents/EnrolmentChangeEnrolment.pdf>. Students must also seek advice from DIBP regarding any implications for their student visa.

A Letter of Release does not automatically withdraw a student from their course.

## NON-CURTIN STUDENT WISHING TO TRANSFER TO CURTIN WITHIN THE FIRST 6 MONTHS OF THEIR STUDY AT ANOTHER PROVIDER:

Curtin will not knowingly enrol an international student wishing to transfer from another registered provider's course prior to the student completing six (6) months of their principal course of study except where:-

1. the original registered provider has ceased to be registered or the course in which the student is enrolled in has ceased to be registered;
2. the original provider has provided a written letter of release;
3. the original provider has had a sanction imposed on its registration by the appropriate regulatory authority that prevents the student from continuing their principal course;
4. the original provider is in Provider Default as defined by ESOS and TPS legislation; or
5. the government sponsor of the student considers the change to be in the best interests of that student and has provided written support for that change.